

# **THE KENTUCKY BOARD OF LICENSURE OF MARRIAGE AND FAMILY THERAPIST**

## **FREQUENTLY ASKED QUESTIONS**

**I am currently looking into attending an online program for the Master of Arts in Marriage and Family Therapy. I wanted to make sure that the program would qualify me to be licensed through the LMFT Board in Kentucky.**

Graduates of COAMFTE accredited programs meet the requirements of our Regulations, and there is a list of those online at: [http://www.aamft.org/cgi-shl/twserver.exe?run:COAPRGS\\_1](http://www.aamft.org/cgi-shl/twserver.exe?run:COAPRGS_1). Completion of Section 2B of the *Application for Permit as a Marriage and Family Therapist Associate* is not necessary in this case.

Applying for an Associate Permit when one has completed a program that is not COAMFTE accredited requires completion of Section 2B of the *Application for Permit as a Marriage and Family Therapist Associate*.

Many of the online programs do not have COAMFTE accreditation. Also, they may not have the required practicums. It is up to individuals to check programs very carefully before making the time and financial commitment; the Board does not advise regarding specific academic programs. 201 KAR 32:020

**What is the lead time to ensure my application is reviewed at a licensure meeting?**

All required documentation must be in the board office 10 calendar days prior to the regularly scheduled Board meeting in order to be reviewed at said meeting. Once the agenda is completed, nothing will be added to the agenda. Applications that are incomplete will not be reviewed by the Board. A list of Board meeting dates can be found at: [www.mft.ky.gov](http://www.mft.ky.gov).

**How can I find out if someone has a disciplinary action against him or her?**

Go to the website for the Kentucky Board of Licensure for Marriage and Family Therapists, [www.mft.ky.gov](http://www.mft.ky.gov). Click on the dropdown box "Online Services". Using the link "Online License Verification" fill out the search criteria to locate the license in question. Once you locate the license, look for the line labeled "Discipline Action."

**What is the best way to submit a formal question to the Board of Licensure for Marriage and Family therapy?**

The best way to submit a formal question to the Board is in writing, either by letter or email. Letters should be addressed to: Kentucky Board of Licensure for Marriage and Family therapists, P.O. Box 1360, Frankfort, KY 40602. Emails should be addressed to the Board Administrator, Marcia Egbert at [Marcia.Egbert@ky.gov](mailto:Marcia.Egbert@ky.gov).

### **What is the procedure to change my name/address/e-mail address?**

To change a name/address/e-mail address, go to the website at [www.mft.ky.gov](http://www.mft.ky.gov). Click on drop down “Resources.” From the dropdown box choose “Applications and Forms.” At the bottom of the page find “Name/Address Change Form.” Submit the completed form and the required documentation to the Board office. Email or phone requests are not allowed.

### **Where can I find forms to download?**

On the website [www.mft.ky.gov](http://www.mft.ky.gov) go to “Resources” and choose “Applications and Forms.”

### **What do I do if my computer does not provide dropdown boxes?**

Users of Internet Explorer 10 may experience problems with the website. For a solution, press and release the "alt" key to display the menu bar. Select "Compatibility View" under the “Tools” menu. Close the browser and reopen the website. This should allow the dropdown boxes. If this does not work, please contact the Board office. The Board Administrator can provide any hard copies required.

### **What is the procedure to file a complaint?**

A complaint can be filed against a Licensed Marriage and Family Therapist or a Marriage and Family Therapist Associate using the *Complaint Form* found on the Kentucky Board of Licensure for Marriage and Family Therapy website. Click on the dropdown box “Resources.” Follow the link for “Applications and Forms.” Click on “Forms” to file a complaint. Fill out the form and submit it to the Board.

Complaints must be made in writing and must be signed by the person making the complaint. 201 KAR 32:070

### **What are the fees to apply for a Marriage and Family Therapist Associate Permit?**

The fee to apply for a Marriage and Family Therapy Permit is \$50.00. There is an annual fee of \$50.00 for renewal each subsequent year. 201 KAR 32:025 Sec. 1

### **Can I count the six hours of training to become a BAS as part of the total CEUs to renew my license?**

The initial 6 hours of supervision training may not be included in the total CEUs required for license renewal. However, subsequent BAS supervision renewal training of 3 CEUs may be included in the total CEU requirement for license renewal. 201 KAR 32.035 Sec 2(2)(b) and Sec 2(4)

### **What is Individual Supervision?**

Individual Supervision means supervision of one or two Associates by their Board Approved Supervisor. 201 KAR 32:035 Sec 1(4).

### **What is Group Supervision?**

Group Supervision means supervision of three to six Marriage and Family Therapist Associates with their Board Approved Supervisor. 201 KAR 32:035 Sec 1(1).

### **What constitutes raw data?**

Raw data is video recorded sessions, co-therapy with the Board Approved Supervisor or the Board Approved Supervisor is present in the room while the therapy is occurring. Audio recorded sessions do not constitute raw data. Raw data hours are counted only by the clinician who recorded the session with the client even though it may be presented in group supervision. 201 KAR 32:010

### **How do I establish a supervision contract?**

A supervision contract is established by completing *A Plan for Supervision of Clinical Experience* with a Board Approved Supervisor. The form is available at [www.mft.ky.gov](http://www.mft.ky.gov). Once completed it should be submitted for Board approval along with your *Application for Permit as a Marriage and Family Therapist Associate*. Clinical work shall not commence prior to Board approval. 201 KAR 32:025

### **Can I have more than one Supervisor and/or setting during the time I am acquiring experience to meet the criteria for independent licensure as an LMFT?**

All Associates must have a minimum of one Board Approved Supervisor (BAS) and one clinical setting until such time as (s)he becomes independently licensed (LMFT). Any additional BAS and/or settings must meet all regulatory requirements including an approved *Plan for Supervision of Clinical Experience* for each BAS. No BAS is designated as “primary” or “supervisor of record.” 201 KAR 32:035, KRS 335.300 and 201 KAR 32:010

### **Can I obtain Supervision online or via Skype?**

201 KAR 32:035 Section 3(1)(d) states that supervision must be direct face-to-face between the Supervisor and the Supervisee, unless an alternative form of supervision has been approved by the Board based on undue burden for the Supervisor or Supervisee. 201 KAR 32:010 Sec 1(4)

### **What if I become unable to meet the *Plan for Supervision of Clinical Experience* as approved for any reason?**

By regulation supervision must occur an average of 4 hours per month and be evenly distributed. If you are unable to meet these requirements for any reason, notify the Board in writing immediately that you will be unable to comply with the frequency or intensity of your contract. 201 KAR 32:025 Sec 1 and 2

### **How do I become a Board Approved Supervisor (BAS)?**

There are several pathways to becoming a BAS.

1. Be an AAMFT Approved Supervisor or an AAMFT Supervisor-in-Training (SIT) in good standing. (next revision of regs will require licensure as an LMFT in KY). In this case forward to the Board a current and active AAMFT Approved Supervisor Certificate AND a certificate of completion of 1 CEU of KY law training.
2. Be a Marriage and Family Therapist licensed in Kentucky and in good standing with a minimum of five (5) years of experience in the practice of marriage and family therapy including a minimum of 18 months practicing in KY. In this case you will forward to the Board, a copy of your license. In addition provide proof of completion of the basic six (6) hours of board-approved continuing education in supervision. The course shall be taken within the two (2) years preceding the date of application to become a board-approved supervisor. This requirement shall

be in addition to the fifteen (15) hours of continuing education required for licensure renewal. The approved course shall be live or online and shall include: a) Kentucky law governing the practice of marriage and family therapy, both KRS Chapter 335 and 201 KAR Chapter 32; b) Theories of supervision; c) Ethical issues involved in supervision; and d) Supervisor responsibilities such as logs, treatment planning, and recording.

3. Be a person licensed and in good standing with a minimum of five (5) years of experience as a Marriage and Family Therapist in another state, and who meets the licensure requirements for Kentucky. In this case you will forward to the Board a copy of your license with proof of initial licensure date. In addition provide proof of completion of the basic six (6) hours of board-approved continuing education in supervision. The course shall be taken within the two (2) years preceding the date of application to become a board-approved supervisor. This requirement shall be in addition to the fifteen (15) hours of continuing education required for licensure renewal. The approved course shall be live or online and shall include: a) Kentucky law governing the practice of marriage and family therapy, both KRS Chapter 335 and 201 KAR Chapter 32; b) Theories of supervision; c) Ethical issues involved in supervision; and d) Supervisor responsibilities such as logs, treatment planning, and recording. 201 KAR 32:035

**As a Marriage and Family Therapist Associate or Board Approved Supervisor, am I specifically required to use the *Supervision Log* form that is found on the Board website?**

Yes, the Board Approved Supervisor and Marriage and Family Therapist Associate shall maintain copies of the completed Board approved *Supervision Log*. The Board approved *Supervision Log* is on the Board website at [www.mft.ky.gov](http://www.mft.ky.gov), under “Resources.” Select “Applications and Forms” tab. 201 KAR 32:035 Sec 6(1).

**How do I document methods used in supervision?**

Board Approved Supervisors shall maintain session notes for each supervisee that document the method of supervision utilized, such as observation, dialogue and discussion and the instructional techniques employed. The session notes are for the Supervisor’s records and are not required to be submitted to the Board unless specifically requested by the Board. 201 KAR 32:035 Sec 6

**How do I change my supervisor or setting?**

Send a cover letter stating the desired change. If adding a supervisor/setting to the already existing Supervisor/setting, include a completed *Plan for Supervision of Clinical Experience* signed by that Supervisor. If dropping a Supervisor, advise the Supervisor and ask him/her to also send a letter making the change clear.

**What are the fees for licensure as a Marriage and Family Therapist?**

The fee for the initial application for licensure as a Marriage and Family Therapist is \$50.00. This fee is nonrefundable. If, after review, the *Application for Licensure as a Marriage and Family Therapist* is approved by the Board, the licensee shall remit an additional fee of \$175.00 for the initial license. This fee is also nonrefundable. 201 KAR 32:030 Sec. 1 and 2.

### **What are the procedures, requirements and fee for renewing my Marriage and Family Therapy License?**

Licensure shall be renewed annually on the anniversary of the date the license was granted. The fee to renew this license is \$150.00. There is a 90 day grace period during which time a licensee may continue to practice and may renew his/ her license upon payment of the renewal fee (\$150.00) plus a late renewal fee of \$75.00. Any license not renewed in this period will expire and the license will be terminated. A licensee applying for renewal shall show evidence of completion of the required Continuing Education Hours per renewal period which includes 3 hours of Board approved ethics training. KRS 335.340 and 201 KAR 32:060 Sec. 1

To renew online go to the website at [www.mft.ky.gov](http://www.mft.ky.gov). At the top of the page select “Online Services,” and from the drop down menu select “Online License Renewal.” There is a tutorial PDF “Online Renewal Instructions” at the bottom of the page.

To renew by mail, go to the website at [www.mft.ky.gov](http://www.mft.ky.gov). At the top of the page select “Resources.” Select “Applications and Forms” from the drop down menu and select “License Renewal Application.” Complete and mail, along with payment, to the address indicated on the form.

### **What if I get audited?**

A written notification in the mail will be received as notification that a renewal has been randomly selected for audit. In this case online renewal is not possible. Complete the *Renewal Application for Marriage and Family Therapist License* and forward certificates of proof of attendance for the required approved CEUs. Failure to supply copies of certificates will result in a fine. 201 KAR 32:060 Sec 4(3)(4)

### **Are CEUs in ethics required every time I renew my license?**

Three hours of Board approved ethics are required as part of the total CEU requirement with each license renewal. 201 KAR 32:060 Sec 1(3)

### **How do I recognize CEUs that meet regulatory requirements?**

The website [www.mft.ky.gov](http://www.mft.ky.gov) keeps an updated list of trainings approved by our Board. Other trainings that provide certificates verifying approval by AAMFT or its chapters/branches/affiliates are automatically accepted. In addition individual approval can be requested for trainings where documentation can be provided that verifies that regulatory requirements are met. It is strongly recommended that the request for approval along with all required documentation be submitted prior to training attendance. CEU’s approved by licensure boards other than our own do not automatically receive approval and must be individually applied for. 201 KAR 32:060

### **What is the procedure to get a verification of my license sent to another state?**

Go to the website at [www.mft.ky.gov](http://www.mft.ky.gov). Click on “Resources” and select “Applications and Forms.” The form to request verification of your license to be sent to another state is located there. Submit this completed form and a fee of \$15 made out to the Kentucky State Treasurer to the Board Office. The Board Administrator completes the verification which includes a state seal before mailing to the address provided.

### **How do I verify my license online?**

Go to the website at [www.mft.ky.gov](http://www.mft.ky.gov). From the dropdown box choose "Online Verification." To verify that a license is active select the appropriate Board from the dropdown box. Enter the Licensee's last name, the license number or the Social Security Number (SSN) and press the "Search" button. If you enter a SSN, the search will bring up only that record. If searching by name and/or license number, it will bring up anyone within this database that have the same name and/or license number. This document is a legal and binding document and can be used as verification of a license.

### **What is the procedure to reinstate my expired license due to the result of a disciplinary action?**

Reinstatement may be requested with the completion and submission of the *MFT Reinstatement of License Application*, a reinstatement fee of \$100 plus \$150 annual renewal fee for each year since the date of last active licensure, and evidence of completion of the annual requirement of continuing education hours. The fee should be paid by check or money order made payable to the Kentucky State Treasurer. Continuing Education Units obtained must be listed, including course name, complete date and attached documentation to support the CEUs listed. 201 KAR 32:030. Sec 6

### **How do I reactivate my inactive license?**

Reactivating a license occurs after the Board has granted a previous request for retired or inactive status. Returning to active status is possible within three years of being granted inactive licensure status. Notify the board in writing, pay the current renewal fee, and submit evidence of meeting the continuing education requirements for each year during which inactive status was held. Only licenses may be reactivated; permits may not be reactivated. 201 KAR 32:101 Sec 1(2)

### **How do I reinstate my expired/lapsed license?**

There is a procedure for reinstating a license that expired/lapsed for any reason other than a result of disciplinary action or due to a board approved inactive status. A cover letter explaining circumstances of the desire for reinstatement, **unrelated to disciplinary action**, should accompany the application.

Reinstatement may be requested with the completion and submission of the *MFT Reinstatement of License Application*, a reinstatement fee of \$100 plus \$150 annual renewal fee for each year since the date of last active licensure, and evidence of completion of the annual requirement of continuing education hours. The fee should be paid by check or money order made payable to the Kentucky State Treasurer. Continuing Education Units obtained must be listed, including course name, complete date and attached documentation to support the CEUs listed. 201 KAR 32:030 Sec 6.

### **How do I become eligible to take the National Exam?**

To become eligible to take the National Exam, take the following steps:

1. Contact the Board Administrator in writing (email) to request approval to take the exam.
2. The Administrator will send you a written notification acknowledging approval to take the exam upon review of your status. The response will include a specific code which may NOT be shared; to share the code with anyone constitutes an ethical violation and will be viewed as such by the Board. The notification will also provide a link to access the application for completion.

3. Applications are not considered complete until all information and payment is provided. No refunds or transfers to a different testing period are possible once the application is complete. However, changing a particular day within the selected testing week is possible.
4. You will receive an eligibility notice from PTC, the testing company, via email within four weeks prior to the start of the testing period. The notice will include an eligibility number and information on how to set up the exam location, date and time through PTC. This eligibility notice, along with an active driver's license or passport is required for admission to the test center.
5. Candidates who require special accommodations must complete a *Request for Special Needs Accommodations Form*, available from [www.ptcny.com](http://www.ptcny.com) at least eight weeks before the selected testing period begins. This form must be uploaded with the online application.
6. Once the testing period closes results will be sent directly to applicants within four weeks.